

Study Session Minutes  
Selah City Council  
January 28, 2020  
4:00pm

Mayor Raymond opened the Study Session and welcomed Christopher Lantz, Jim Mesplie, Ellen Overby, Matt Sharp, and Suzanne Vargas.

Human Resources Manager Potter explained the procedure, which would start with each applicant given up to five minutes to talk to Council about why he or she would be a suitable choice for the vacant position, followed by the Mayor reading a set list of five questions and then each Council Member given an opportunity to ask a question of the applicant.

Community Development Supervisor Peters stated that he had verified that the residential addresses given by all applicants are within the City limits and they are therefore qualified applicants for the vacant position.

Mayor Raymond called each applicant forward according to an alphabetical listing of last names, and invited him or her to speak.

At the conclusion of each applicant's five minutes, the Mayor posed questions to the applicant regarding the current state of affairs in the City, a Council Member's primary responsibilities and interactions with City staff, explaining one of their listed priorities for the City, and their philosophy on fiscal management for the Council.

Each Council Member was then given an opportunity to ask a question based on either the application or the responses given during the interview.

Mayor Raymond thanked all of the applicants then announced they would be at recess until the Council Meeting at 5:41pm.

The Study Session ended at 5:36pm.

City of Selah  
Council Minutes  
January 28, 2020

Regular Meeting  
Selah Council Chambers  
115 West Naches Avenue  
Selah, WA 98942

- A. Call to Order Mayor Raymond called the meeting to order at 5:41pm.
- B. Roll Call
- Members Present: Kevin Wickenhagen; Jacquie Matson; Jeremy Burke; Roger Bell; Russell Carlson; Clifford Peterson
- Members Absent: None
- Staff Present: Rob Case, City Attorney; Dale Novobielski, Clerk/Treasurer; Rick Hayes, Police Chief; Joe Henne, Public Works Director; Ty Jones, Public Works Utility Supervisor; Jeff Peters, Community Development Supervisor; Andrew Potter, Human Resources Manager; Monica Lake, Executive Assistant

- C. Councilmember Absence – Motion to Excuse **None**

- D. Pledge of Allegiance

Mayor Raymond led the Pledge of Allegiance.

- E. Invocation

Pastor Darin Brown held a moment of silence for community families, then gave the prayer.

- F. Agenda Changes

1. Remove N – 4; N – 5; N – 6; N – 7

- G. Public Appearances/Introductions/Presentations

1. Introduction of new Police Officer

Police Chief Hayes introduced Officer Joshua Owens to Council. He said that Joshua Owens was hired after Council approved a sixteenth police officer for the 2020 budget, adding that Officer Owens has been a Reserve Officer since January 2017, knows the streets and has done the job, and is slated to attend the academy in April.

- R. Executive Session

1. 30 Minute Session to consider the qualifications of a candidate for appointment to elective office - RCW 42.30.110 (1) (h)

Council went into Executive Session at 5:46m. At 6:16pm, Council went back on the record. Mayor Raymond stated that they would be extending the Executive Session for an additional 10 minutes.

Council went back into Executive Session at 6:18pm. At 6:28pm, Council went back on the record. Mayor Raymond stated that no action was taken during the Executive Session.

**Council Member Burke nominated Suzanne Vargas to fill vacant Council Position 6. Council Member Matson seconded the nomination. Roll was called: Council Member Wickenhagen – no; Council Member Matson – yes; Council Member Burke – yes; Council Member Peterson – no; Council Member Bell – no; Council Member Carlson – yes. Motion tied with three yes votes and three no votes.**

**Mayor Raymond cast the tiebreaking vote by voting no. Motion failed.**

**Council Member Burke nominated Christopher Lantz to fill vacant Council Position 6. Council Member Matson seconded the nomination. Roll was called: Council Member Wickenhagen – yes; Council Member Matson – no; Council Member Burke – no; Council Member Peterson – yes; Council Member Bell – yes; Council Member Carlson – no. Motion tied with three yes votes and three no votes.**

**Mayor Raymond cast the tiebreaking vote by voting yes. Motion passed.**

Mayor Raymond remarked that it was really hard to select a new Council Member from those who interviewed, and encouraged those not selected to stay involved in the City and events.

\*\*\*Swearing In of new Council Member\*\*\*

Clerk/Treasurer Novobielski swore in Council Member Christopher Lantz.

H. Getting To Know Our Businesses **None**

I. Communications

1. Oral

Mayor Raymond opened the meeting. Seeing no one rise to speak, she then closed the meeting.

2. Written **None**

J. Proclamations/Announcements **None**

K. Consent Agenda

**Council Member Bell moved to put N – 3 and N – 5 on the Consent Agenda. Motion died for lack of a second.**

**Council Member Wickenhagen moved, and Council Member Matson seconded, to add N – 1 to the Consent Agenda. By voice vote, approval was unanimous.**

Executive Assistant Lake read the amended Consent Agenda.

All items listed with an asterisk (\*) were considered as part of the Consent Agenda.

\* 1. Approval of Minutes: January 14, 2020 Council Meeting

\* 2. Approval of Claims and Payroll:

Claim Checks Nos. 74307 – 74375 for a total of \$304,537.63

\* 3. Resolution N – 1: Resolution Establishing January 28, 2020, as the date for a Public Hearing to Consider the Proposed “McLain” Annexation (File Number: Annex 2020-001)

**Council Member Matson moved, and Council Member Peterson seconded, approval of the Amended Consent Agenda as read. By voice vote, approval was unanimous.**

L. Public Hearings

1. Public Meeting - Notice of Intent to Annex regarding the McLain Annexation

Community Development Supervisor Peters addressed L – 1. He stated that this was a public meeting to consider an annexation for the McLain property. He said that the notice of intent was originally submitted by Jackie and Deborah McLain, giving a description and the location of the properties in question, which are in the process of being sold to Country Investments LLC, who intend to develop it in accordance with the appropriate zoning if Council establishes that they want to proceed the requested annexation. He went on to say that the public meeting was for Council to consider the annexation, whether to expand the boundaries of the annexation, to establish the zoning of the annexation, and to require right of first refusal for water and irrigation rights; and that if they accept annexation today than it would be brought back at a public hearing on February 11, 2020, at which time they could hold a public hearing to initiate the annexation, allowing staff to prepare the annexation and all the petitions, and submit the boundary review application to Yakima County.

Council Member Carlson inquired as to what the land is currently zoned.

Community Development Supervisor Peters responded that it's County zoned right now, although the City's future land use map indicated it would be zoned commercial, and it's proposed to be B-1 when annexed.

Council Member Carlson asked if it would be B-1 or B-2.

Community Development Supervisor Peters replied that it would be zoned B-1.

Council Member Carlson requested that he remind them of the difference between the two.

Community Development Supervisor Peters answered that that B-2, which comprising the blue area on the wall map, is general commercial zoning, while the blue area around the City center is a B-1 zone for professional office. He noted that one proposal is to merge those zonings as that area is the only place in town where they have professional office zoning and there really isn't any change in the Zoning Ordinance. He reiterated that the proposed annexation would be B-2 general business.

Mayor Raymond asked if there were any questions.

**Council Member Matson moved, and Council Member Wickenhagen seconded, to accept the motion of intent to annex.**

Community Development Supervisor Peters stated that for clarification they need Council to accept the boundaries as stated, and requested that a Council Member read the recommended motion on the agenda statement to establish those boundaries.

**Council Member Matson moved, and Council Member Wickenhagen seconded, that the City of Selah Council accept the “Notice of Intent to Annex” petitions, establish the proposed annexation boundary as identified in Exhibit “A”, require adoption of simultaneous zoning of Business, General, require the annex territory to assume the City’s municipal indebtedness, and require a “right-of-first refusal” for acquisition on irrigation and/or water rights as part of the McLain annexation. By voice vote, approval was unanimous.**

General Business

- |    |              |             |
|----|--------------|-------------|
| 1. | New Business | <b>None</b> |
| 2. | Old Business | <b>None</b> |

N. Resolutions

- \* 1. Resolution Negating and Withdrawing Previous Resolution No. 2781, and Replacing It with the Instant Resolution that Schedules February 11, 2020, as the Public Hearing Date for Consideration of the “McLain Annexation”
- 2. Resolution authorizing the Mayor to sign a “Fuel Tax Grant Distribution Agreement” with the Washington State Transportation Improvement Board (“TIB”) for the City’s forthcoming sidewalk improvements along West Goodlander Road, which is TIB project number P-E-182(P01)-1

Public Works Director Henne addressed N – 2. He said that this resolution authorizes the Mayor to sign a fuel tax distribution agreement with TIB for a West Goodlander Road sidewalk improvement project, which they applied for in August of 2019 to complete missing sidewalk segments on West Goodlander Road west of North First Street. He went on to say that TIB selected their application for funding, and

this agreement is required be approved to release funds for the project, which is funded at ninety percent, with the Selah School District picking up the ten percent match funds, resulting in no net cost to the City.

Council Member Carlson remarked that section of West Goodlander Road doesn't border the school.

Public Works Director Henne agreed with his statement.

City Administrator Wayman commented that it doesn't have to if it's a safe route to school.

Community Development Supervisor Peters noted that it was part of the John Campbell class review for development of that school.

**Council Member Bell moved, and Council Member Burke seconded, to Approve the Resolution authorizing the Mayor to sign a "Fuel Tax Grant Distribution Agreement" with the Washington State Transportation Improvement Board ("TIB") for the City's forthcoming sidewalk improvements along West Goodlander Road, which is TIB project number P-E-182(P01)-1. Roll was called: Council Member Wickenhagen – yes; Council Member Matson – yes; Council Member Burke – yes; Council Member Peterson – yes; Council Member Bell – yes; Council Member Lantz – yes; Council Member Carlson – yes. By voice vote, approval was unanimous.**

3. Resolution authorizing the Mayor to sign "Task Order No. 2020-01" between the City of Selah and HLA Engineering and Land Surveying, Inc., thus engaging HLA to provide engineering design services for the City's forthcoming sidewalk improvements along West Goodlander Road, which is TIB project number P-E-182(P01)-1

Public Works Director Henne addressed N – 3. He said that this Resolution was for a task order with HLA to provide engineering services to complete the West Goodlander Road sidewalk project at the cost of forty thousand, seven hundred eighty dollars, of which the match cost would be picked up by the Selah School District.

**Council Member Burke moved, and Council Member Matson seconded, to Approve the Resolution authorizing the Mayor to sign "Task Order No. 2020-01" between the City of Selah and HLA Engineering and Land Surveying, Inc., thus engaging HLA to provide engineering design services for the City's forthcoming sidewalk improvements along West Goodlander Road, which is TIB project number P-E-182(P01)-1. Roll was called: Council Member Wickenhagen – yes; Council Member Matson – yes; Council Member Burke – yes; Council Member Peterson – yes; Council Member Bell – yes; Council Member Lantz – yes; Council Member Carlson – yes. By voice vote, approval was unanimous.**

4. Resolution authorizing the Mayor to sign a "Fuel Tax Grant Distribution Agreement" with the Washington State Transportation Improvement Board ("TIB") for the FY 2021 Overlay Project, Multiple Locations, which is TIB project number 3-E-182(005)-1

Public Works Director Henne addressed N – 4. He said that this was a fuel tax agreement with TIB for and overlay project, noting that there are two different applications and funding pots, one for sidewalks

and one for pavement preservation, and that he was proposing to overlay the existing Goodlander Road from Second Street to Lander Road and widen the road two feet on each side. He remarked that TIB will have no participation in the costs to widen the road, which would be solely funded by the City along with a ten percent match for the overlay project, and requested Council Approval.

**Council Member Bell moved, and Council Member Wickenhagen seconded, to Approve the Resolution authorizing the Mayor to sign a “Fuel Tax Grant Distribution Agreement” with the Washington State Transportation Improvement Board (“TIB”) for the FY 2021 Overlay Project, Multiple Locations, which is TIB project number 3-E-182(005)-1. Roll was called: Council Member Wickenhagen – yes; Council Member Matson – yes; Council Member Burke – yes; Council Member Peterson – yes; Council Member Bell – yes; Council Member Lantz – yes; Council Member Carlson – yes. By voice vote, approval was unanimous.**

5. Resolution authorizing the Mayor to sign Task Order No. 2020-02 Between the City of Selah and HLA Engineering and Land Surveying Inc. to provide engineering design services for the West Goodlander Road Improvements, TIB project number 3-E-182(005)-1

Public Works Director Henne addressed N – 5. He said that this task order was for HLA to provide engineering services for the West Goodlander Road improvements at a cost of eighty-six thousand dollars, of which TIB will pay for twenty-four thousand, nine hundred and forty and the rest would be the City’s responsibility. He requested approval of the Resolution and task order.

Council Member Matson asked for clarification that TIB would pay twenty-four thousand, nine hundred and forty.

Public Works Director Henne replied in the affirmative, adding that it was a ten percent match of the construction costs, and that he would like to get this done and out to bid so that it could be going when the contractor starts work on East Goodlander again in the spring.

Council Member Bell remarked that he had made a motion to add this to the consent agenda primarily because he wanted to make a point about these two issues, opining that there was no purpose in Council discussing N-5 when it was included in N-4, and N-3 was included in N-2, as they’ve already approved the expenditure under N-4 and there was no purpose in discussing it again to approve something already approved that assigns it to the City’s contracted engineering service. He saw no purpose in doing them in future, and suggested that, going forward, they not have to do this step.

Council Member Carlson responded that he liked having it in there because the three minutes of discussion added clarity and transparency for the taxpayers funding the project. He opined that they should provide more competitive opportunities for other engineering firms rather than assigning them all to the City’s contracted engineer.

Council Member Bell replied that he could discuss it all he wanted under N-4.

**Council Member Matson moved, and Council Member Peterson seconded, to Approve the Resolution authorizing the Mayor to sign Task Order No. 2020-02 Between the City of Selah and**



**HLA Engineering and Land Surveying Inc. to provide engineering design services for the West Goodlander Road Improvements, TIB project number 3-E-182(005)-1. Roll was called: Council Member Wickenhagen – yes; Council Member Matson – yes; Council Member Burke – yes; Council Member Peterson – yes; Council Member Bell – yes; Council Member Lantz – yes; Council Member Carlson – yes. By voice vote, approval was unanimous.**

Public Works Director Henne thanked them for approving it, as it would improve drivability on Goodlander Road quite a bit.

Council Member Carlson inquired if there was a letter stating that the Selah School District would reimburse them.

Public Works Director Henne answered that he had an email regarding the agreement.

Council Member Carlson requested that a copy of that kind of matter be included in future packets.

Public Works Director Henne replied that he would do so.

O. Ordinances

1. Ordinance Amending the 2020 Budget for Miscellaneous Adjustments

Clerk/Treasurer Novobielski addressed O – 1. He said that he had the first adjustment to the 2020 budget to increase the amount of carryover from 2019, briefly reviewing the adjustments outlined in the Ordinance. He noted that he would be meeting with the Finance Committee in next few weeks.

Council Member Carlson asked if the reserve cash investments ending was 2019 and beginning was 2020.

Clerk/Treasurer Novobielski replied in the negative, saying that this was for 2020, and that he had adjusted the beginning carryover, which affects the ending and balances the financial statements.

Council Member Carlson questioned the transit fund being estimated at three hundred eleven, but they started the year with three hundred twenty.

Clerk/Treasurer Novobielski answered that there was a hundred and twenty-one thousand dollar increase.

Council Member Carlson wondered what was actually available in the tourism budget.

Clerk/Treasurer Novobielski responded that forty-five thousand was carried over from last year, with an estimated yearend total after estimated new revenues and expenditures.

City Administrator Wayman noted that these expenditures were worked into the budget right now.



**Council Member Bell moved, and Council Member Wickenhagen seconded, to approve the Ordinance Amending the 2020 Budget for Miscellaneous Adjustments. Roll was called: Council Member Wickenhagen – yes; Council Member Matson – yes; Council Member Burke – yes; Council Member Peterson – yes; Council Member Bell – yes; Council Member Lantz – yes; Council Member Carlson – yes. By voice vote, approval was unanimous.**

P. Public Appearances                      **None**

Q. Reports/Announcements

1. Departments

Police Chief Hayes clarified that their 2019 vehicle purchase has been sitting in a rail car since September, due to a manufacturer's issue with suspension and faulty automated welding equipment. He noted that they'd had a bad week, and that the families involved were looking for comfort and support. He reminded everyone that the Citizen's Academy starts February 3 and runs every Monday through April 20, from 6:00 to 8:30pm.

City Administrator Wayman commended Sergeant Rodriguez for his excellent work, along with Chaplains Scott Ruark, Rod Rath and Eric Neumeyer.

Police Chief Hayes commented that he called Scott Ruark after receiving the call, and he beat him to the house. He added that the chaplains are well worth their weight in gold.

Clerk/Treasurer Novobielski provided Council with the first sales tax report of the year.

Council Member Carlson questioned a twenty-seven thousand charge for a printer.

Clerk/Treasurer Novobielski answered that it was approved in the 2020 budget.

Council Member Carlson remarked that he wanted to make sure they had looked at all the options, and that it was a replacement, not a new purchase.

Clerk/Treasurer Novobielski responded that those questions were addressed in the 2020 budget development, and that this is a relatively newer sophisticated piece of equipment to allow scanning of large footprint format.

Council Member Carlson stated that he assumes it would pay for itself and increase service.

City Administrator Wayman replied that was the intent.

Public Works Director Henne gave an example of the machine being put to use a couple days prior as an example of its effectiveness, noting that they purchased it from the State bid list.

Council Member Carlson asked why there were expenses for two public defenders when he thought there was only one.

City Administrator Wayman said that they only have one.

Council Member Carlson questioned the two different ones in the check register.

City Administrator Wayman responded that they have options if the public defender is conflicted out or has a trial.

Clerk/Treasurer Novobielski commented that it was amazing how reasonable their hourly rates are.

Community Development Supervisor Peters had no report. He noted that there would be a going away party for the retiring city building inspector at Public Works tomorrow at 4pm for those who wished to attend and wish him well.

Public Works Director Henne said that they've been doing repair to a problematic effluent ditch that has a continual beaver problem. He remarked that they are going to go back to having the Police Department close Volunteer Park at night and Parks staff open it in the mornings.

City Attorney Case had no report.

## 2. Council Members

Council Member Carlson had no report.

Council Member Lantz had no report.

Council Member Bell said that the SPRSA Make A Splash fundraiser raised almost fifty thousand dollars for pool operations, and that they would be moving forward with a new interlocal agreement. He noted that Norma Smith's had resigned and the vacancy could be filled by appointment by the Mayor and Council approval.

Council Member Peterson had no report.

Council Member Burke had no report.

Council Member Matson had no report. She welcomed their newest Council Member.

Council Member Wickenhagen said that he attended the pool fundraiser, which had a fantastic turnout. only other thing would say is during last week when see how community comes together makes me proud to be part of this and participate, think it's a rare thing to see how this town came together

## 3. City Administrator

City Administrator Wayman welcomed the new council member.

## 4. Boards **None**

5. Mayor

Mayor Raymond expressed her appreciation for the Police Department, Fire Department, and chaplains, saying that she was involved with a different agency one and a half to two years ago and they as a family weren't treated well.

R. Executive Session

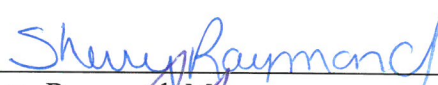
2. 20 Minute Session – Potential Litigation RCW 42.30.110(1)(i) and Review the Performance of a Public Employee RCW 42.30.110(1)(g)

Council went into Executive Session at 7:18pm. At 7:38pm, Council went back on the record. Mayor Raymond stated that no action was taken during the Executive Session.

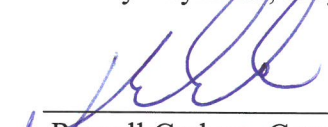
S. Adjournment

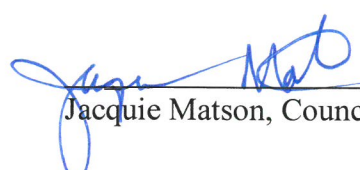
**Council Member Bell moved, and Council Member Matson seconded, that the meeting be adjourned. By voice vote, approval was unanimous.**

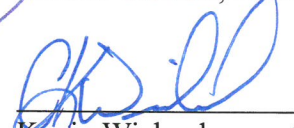
The meeting adjourned at 7:39pm.

  
Sherry Raymond, Mayor

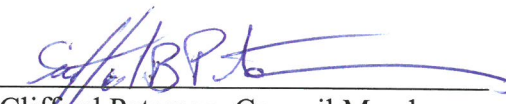
  
Roger Bell, Council Member

  
Russell Carlson, Council Member

  
Jacquie Matson, Council Member

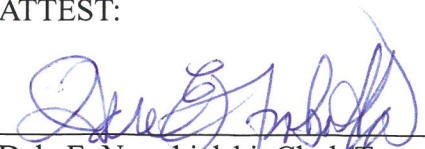
  
Kevin Wickenhagen, Council Member

  
Jeremy Burke, Council Member

  
Clifford Peterson, Council Member

  
Christopher Lantz, Council Member

ATTEST:

  
Dale E. Novobielski, Clerk/Treasurer